

Assessor/Recorder/County Clerk

DESCRIPTION OF MAJOR SERVICES

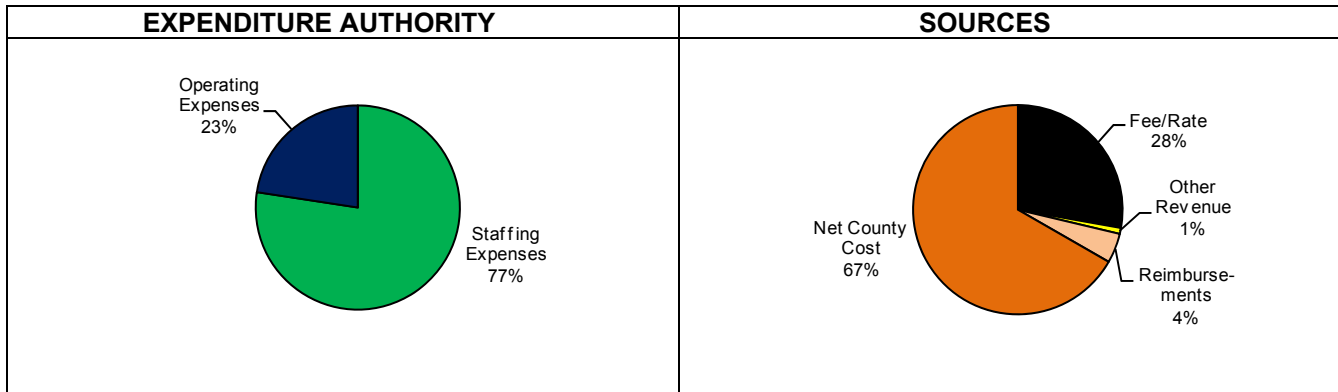
Under California law, the Assessor/Recorder/County Clerk establishes a value for all locally taxable property including residential, commercial, business and personal property. The Assessor/Recorder/County Clerk's office maintains current records on approximately 753,641 parcels of real property, 33,731 business property accounts and 33,883 other assessments including boats, aircraft, and manufactured homes. The Assessor's Office also administers property tax exemptions including homeowners, veteran, disabled veteran, church, religious, and welfare exemptions, as well as exclusions including parent-to-child and senior/disabled persons transfer of base year value.

The Valuations Division is responsible for real, personal, business and special property valuations and assessment appeals. District offices provide public assistance regarding questions of ownership, mailing addresses, parcel numbers and assessed values. The Assessment Services Division provides mapping, change of ownership, change of address, data entry services, public information services, and computer systems maintenance and development. The Administrative Services Division provides fiscal, payroll, mail services, and facility support. The Recorder Services Division accepts all documents for recording that comply with applicable recording laws. Official records are maintained evidencing ownership and encumbrances of real and personal property and other miscellaneous records. The Recorder Services Division is also responsible for County Archives and County Clerk functions. County Archives maintains historical records for the County. County Clerk maintains records as they relate to vital statistics, fictitious business names, and other records that are required by the State to be filed with the County Clerk.

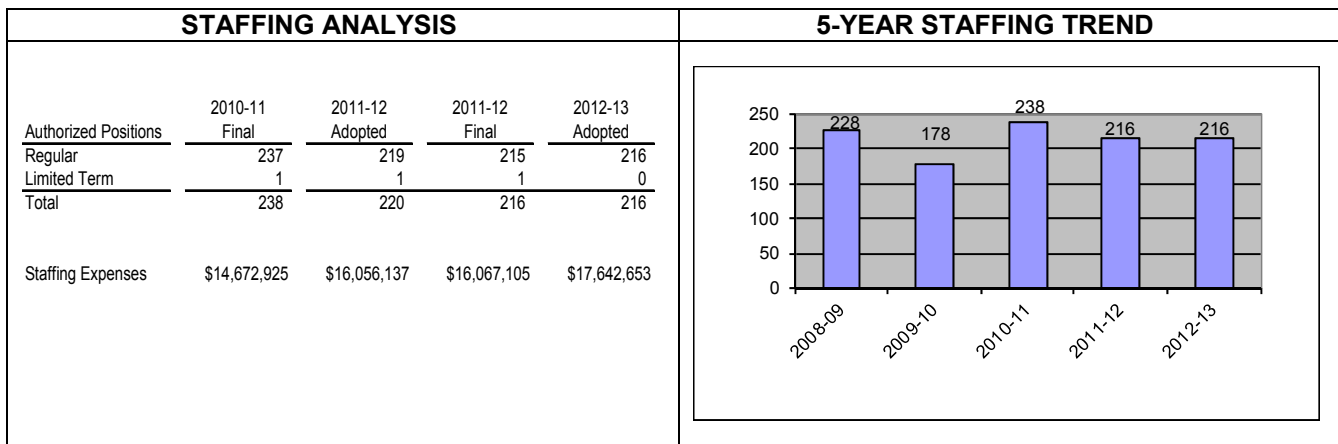
Budget at a Glance

Total Expenditure Authority	\$22,811,373
Total Sources	\$7,604,267
Net County Cost	\$15,207,106
Total Staff	216
Funded by Net County Cost	67%

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Fiscal
DEPARTMENT: Assessor/Recorder/County Clerk
FUND: General

BUDGET UNIT: AAA ASR
FUNCTION: General
ACTIVITY: Finance

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	15,437,368	13,433,612	14,672,925	16,065,032	16,067,105	17,642,653	1,575,548
Operating Expenses	3,462,401	2,974,435	3,207,612	6,258,025	6,275,191	5,148,720	(1,126,471)
Capital Expenditures	0	0	67,807	42,493	42,493	20,000	(22,493)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	18,899,769	16,408,047	17,948,344	22,365,550	22,384,789	22,811,373	426,584
Reimbursements	0	0	(39,553)	(1,574,366)	(1,573,962)	(1,040,767)	533,195
Total Appropriation	18,899,769	16,408,047	17,908,791	20,791,184	20,810,827	21,770,606	959,779
Operating Transfers Out	29,713	0	0	45,000	45,000	0	(45,000)
Total Requirements	18,929,482	16,408,047	17,908,791	20,836,184	20,855,827	21,770,606	914,779
Departmental Revenue							
Taxes	74,770	53,006	24,875	17,667	18,000	16,500	(1,500)
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	874,544	514,358	3,220,307	5,946,068	5,944,668	6,335,000	390,332
Other Revenue	263,867	328,454	225,669	214,607	214,700	212,000	(2,700)
Total Revenue	1,213,181	895,818	3,470,851	6,178,342	6,177,368	6,563,500	386,132
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	1,213,181	895,818	3,470,851	6,178,342	6,177,368	6,563,500	386,132
Net County Cost	17,716,301	15,512,229	14,437,940	14,657,842	14,678,459	15,207,106	528,647
Budgeted Staffing					216	216	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses are increasing by \$1.6 million primarily as a result of additional funding in support of the Assessment Appeals function, increases in retirement and other benefits costs. Operating expenses are decreasing by \$1.1 million primarily due to a decrease in transfers to the Auditor-Controller/Treasurer/Tax Collector for reimbursement of information technology (IT) staffing and operating expenses as these positions and functions have been transferred to the Assessor/Recorder/County Clerk's Systems Development budget unit for 2012-13. Reimbursements are decreasing by \$533,195 as a result of the transfer of information technology related costs to the Systems Development budget unit, as these costs were reimbursed from this budget unit in prior years. Departmental revenue is increasing as a result of Board approved fee increases.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$17,642,653 fund 216 budgeted regular positions. Operating expenses consist primarily of printing and taxpayer notice mailing costs, COWCAP, and systems development charges for the Property Information Management System (PIMS). Capital expenditures of \$20,000 fund the replacement of flooring at the Recorder offices. Reimbursements of \$1,040,767 are primarily from the Recorder special revenue funds for administrative costs. Departmental revenue of \$6,563,500 includes fees for recording and County Clerk services, special assessments, transfers of ownership, and PIMS access.

STAFFING CHANGES AND OPERATIONAL IMPACT

The 2012-13 budget includes the reclassification of 2 Appraiser IIs to Appraiser IIIs and 1 Auditor-Appraiser II to Auditor-Appraiser III, as well as the addition of 1 Supervising Auditor Appraiser and 1 Appraiser III position. The reclassifications and additional Supervising Auditor Appraiser will result in increased oversight to assure quality work, while the new Appraiser III position in the Assessment Appeals unit will ensure that appeals are completed within the statutory timeframe, preventing valuations from being lowered without the County's input. The 2 new positions are offset by the reduction of 1 Contract PIMS Analyst, and 1 Auditor-Appraiser III.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Management & Administrative Services	12	0	12	12	0	0	12
Assessment Services	53	0	53	51	2	0	53
Valuations	104	0	104	98	4	2	104
Recorder Services	47	0	47	39	8	0	47
Total	216	0	216	200	14	2	216

Management & Administrative Services	Valuations	Recorder Services
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Assessor/Recorder	1 Chief Appraiser	1 County Clerk
1 Assistant Assessor/Recorder	3 Principal Appraiser	1 Chief Deputy Recorder
1 Executive Secretary III	8 Supervising District Appraiser	1 Secretary I
1 Administrative Supervisor II	10 Appraiser III	1 Staff Analyst I
1 Staff Analyst II	10 Appraiser II	2 Legal Document Coordinator
1 Staff Analyst I	30 Appraiser I	2 Legal Document Supervisor
1 Payroll Specialist	13 Appraisal Technician	2 Lead Legal Document Classifier
1 Accountant II	2 Supervising Auditor Appraiser	21 Legal Document Classifier II
3 Fiscal Assistant	2 Auditor-Appraiser III	15 Legal Document Classifier I
1 Office Assistant III	9 Auditor-Appraiser II	1 Office Assistant II
12 Total	15 Office Assistant III	47 Total
	1 Office Assistant II	
	104 Total	
Assessment Services		
<u>Classification</u>		
1 Chief of Assessment Services		
1 Supervising Office Specialist		
2 Supervising Office Assistant		
1 Office Specialist		
13 Office Assistant III		
4 Office Assistant II		
1 Supv Title Trans Technician II		
1 Supv Title Transfer Technician I		
3 Title Transfer Technician II		
14 Title Transfer Technician I		
1 Cadastral Services Supervisor		
1 Cadastral Drafting Technician III		
2 Cadastral Drafting Technician II		
3 Cadastral Drafting Technician I		
1 Business Systems Analyst III		
1 Business Systems Analyst II		
2 Automated Systems Analyst I		
1 Automated Systems Technician		
53 Total		

